



## Common Origination and Disbursement COD Processing Update

December 8, 2006

### *Direct Loan Program*

#### COD News

##### **COD System Maintenance Planned For Sunday, December 10, 2006 (12/06/06)**

The COD System will undergo routine maintenance on Sunday, December 10, 2006 from 2:00 A.M. until 8:00 A.M. (ET). In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:

- Users will not be able to submit or retrieve data via the COD Web site between 2:00 A.M. and 8:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 2:00 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or e-mail [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

##### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, December 10, 2006 (12/06/06)**

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, individuals are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to the need for additional maintenance on Sunday, December 10, 2006, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 A.M. (ET). Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.



## Common Origination and Disbursement COD Processing Update

**NEW!**

### Unlocking and Resetting COD Web Site Passwords (12/08/06)

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the [COD Web site](#) and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Update" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.



## Common Origination and Disbursement COD Processing Update

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### **COD Batch Processing Suspension and Web Site Outages December 15-17, 2006 (12/06/06)**

As explained in the [Electronic Announcement posted on the IFAP Web site](#), during the period December 15-16, 2006, COD will implement additional COD System functionality required by the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. This will be the fourth release in a series of releases that have occurred since July 1, 2006. Following the HERA-related implementation, the COD System will undergo routine maintenance on Sunday, December 17, 2006. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable for a period of time due to its regular Sunday morning maintenance.

The December 15-17, 2006 activities will have the following impact:

- ***Friday, December 15<sup>th</sup> and Saturday, December 16<sup>th</sup>***
  - COD will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, December 15, 2006. Records submitted after 8:00 P.M. (ET) will be held and processed after 6:00 P.M. (ET) on Saturday, December 16, 2006.
  - The COD Web site will be unavailable from 8:00 P.M. (ET) on Friday, December 15, 2006 until 6:00 P.M. (ET) on Saturday, December 16, 2006.
  - The Direct Loan Electronic Master Promissory Note (MPN) Web site will be unavailable from 8:00 P.M. (ET) on Friday, December 15, 2006 until 6:00 P.M. (ET) on Saturday, December 16, 2006.

Individuals starting the process by 7:00 P.M. (ET) on December 15<sup>th</sup> will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.
- ***Sunday, December 17<sup>th</sup>***
  - COD will suspend COD batch processing beginning at 2:00 A.M. (ET) on Sunday, December 17, 2006. Records submitted after 2:00 A.M. (ET) will be held and processed after 8:00 A.M. (ET) on December 17<sup>th</sup>.

Batches submitted by schools via the SAIG between 2:00 A.M. and 3:00 A.M. (ET) on December 17<sup>th</sup> will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).

Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) on December 17<sup>th</sup> will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

  - The COD Web site will be unavailable from 2:00 A.M. (ET) until 8:00 A.M. (ET) on Sunday, December 17, 2006.
  - The Direct Loan Electronic MPN Web site will be unavailable from 2:00 A.M. (ET) until 11:00 A.M. (ET) on Sunday, December 17, 2006.



## Common Origination and Disbursement COD Processing Update

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Individuals starting the process by 1:00 A.M. (ET) on December 17<sup>th</sup> will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

COD apologizes for any inconvenience the batch processing suspension and web site outages may cause and appreciates your understanding and patience while COD completes these important activities.

### **Reports and Data Requests**



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center.



## Common Origination and Disbursement COD Processing Update

# *ACG, National SMART Grant, and Pell Grant Programs*

### COD News

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- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
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- ***Sunday, December 17<sup>th</sup>***





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### **Reports And Data Requests**



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- Pell Year-to-Date (YTD) Records—

The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

- For rebuilds for the 2005-2006 and 2006-2007 Award Year, the school can submit the data request via the COD Web site or batch.
- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone.